

Vacancy Announcement

Issue Date: 05-04-98

Closing Date: 05-18-98

U.S. Department of Energy

Who May Apply: Washington, D.C.-Metro Commuting Area, Status Candidates

Any individual eligible for noncompetitive assignment to the position advertised will be considered without regard to "who may apply." In addition, certain veterans and people with disabilities may be considered under special authorities without regard to "who may apply." Please indicate "Schedule A Consideration," along with the announcement number on your application materials if you wish special consideration. For information on these authorities, please call (202) 586-8562. TDD users may call (202) 586-5654.

POSITION: Secretary (OA), GS-318-8/9

NUMBER OF POSITIONS: 1

SALARY RANGE: GS-8: \$29,384 - \$38,199 per annum
GS-9: \$32,457 - \$42,198 per annum

ORGANIZATION LOCATION: Office of Counterintelligence,
Office of the Director

PROMOTION POTENTIAL: GS-9

BARGAINING UNIT POSITION: NO

SUPERVISOR/MANAGER: NO

GEOGRAPHIC LOCATION: Washington, D.C.

New appointed supervisors/managers must serve a one-year probationary period. Salary includes 7.27% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD).

DUTIES AND RESPONSIBILITIES: The incumbent of this position is the principal administrative support assistant to the Director, responsible for performing secretarial and administrative duties. Acts as first-line office representative for customer support. Responds to inquiries brought to the Director by members of CN, top officials of the Department of Energy, members of state and local governments, other Federal agencies, and Congressional staff. Exercises exclusive control over the Director's appointments, with complete authority for commitments of time. Screens all calls and visitors, answering most questions and completing most business involving established policy or routine matters without referring people to the supervisor. Receives all correspondence for the Director, replies to mail not requiring the Director's attention; routes matters requiring action by CN staff; and follows up to ensure that actions are completed. Signs correspondence and certain procedural authorizations in the name of the Director when previous instructions have covered the matter. Arranges conferences for the Director, including preparing agenda, notifying participants, and arranging luncheons and similar matters. Produces a variety of written documents utilizing a personal computer with varied and advanced functions and one or more types of office automation software. Makes all necessary arrangements for travel, arranging schedule of visits, making transportation and hotel reservations, and notifying organizations and officials to be visited. Acts on behalf of the Director to communicate desires and wishes upward and downward in the organization. On the basis of a practical knowledge of DOE, Counterintelligence, and the FBI, provides supervisor with immediate and continuing staff assistance by briefing them on a variety of confidential matters, recommending courses of action and keeping them informed of activities occurring during any absences. Handles special assignments as necessary and assures that the Director's views and policies are carried out.

POSITION REQUIRES INCUMBENT POSSESS A "Q" SECURITY CLEARANCE.

QUALIFICATIONS REQUIREMENTS: A fully qualified typist with Office Automation skills is required. An applicant must have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualifications and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement.

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Ability to exercise judgement, assume responsibility, schedule and maintain an accurate calendar of appointments and to provide appropriate background material for meetings and events.
2. Ability to research and organize various sources in the preparation of reports, briefings and other documents.
3. Knowledge of Federal and DOE travel regulations for the purpose of arranging transportation and hotel reservations, arranging conferences, and preparing vouchers and reports.
4. Ability to compose, review and edit written correspondence using grammatical and procedural correctness.
5. Skill in managing administrative and clerical office functions, workloads, and procedures.
6. Ability to exercise judgment, assume responsibility, protect confidentiality of management information, and interact effectively with individuals at all levels in government and private sector.

The Department of Energy supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted only in designated smoking areas.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

DOE F 3200.1 (9-96)

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OTHER ELIGIBILITY REQUIREMENTS: An appointee will be required to provide verification of U. S. citizenship and employment eligibility under the Immigration Reform and Control Act of 1986 (Public Law 99-603). If selected, a male applicant born after

December 31, 1959, must confirm his selective service registration status.

PRIORITY SELECTION: DOE surplus and displaced competitive service employees duty stationed at Headquarters who apply and who are determined to be well-qualified may receive selection priority. A position may be filled within a given First-Tier organization by a non-surplus or non-displaced employee from that organization when there are no eligible surplus or displaced employees within that organization. When a position is to be filled from outside the Headquarters commuting area, or from outside the Department, eligible DOE employees from outside the commuting area, or displaced employees from other agencies, may receive selection priority, respectively. Former DOE Headquarters employees who are eligible for priority reemployment may also receive mandatory selection. **When applying, employees must include a copy of their Certificate of Expected Separation (or an authorized substitute), or specific Reduction-In-Force Separation Notice.** Selection priority is not offered in promotional circumstances. At the discretion of management, pay retention may be offered to DOE selectees.

WELL-QUALIFIED CANDIDATE: An eligible applicant must satisfy the following criteria: (1) meet OPM's basic qualification standards and eligibility requirements including experience, positive education (if applicable) and any selective placement factors; (2) meet one or more of the quality ranking factors (KSA's) stated on this announcement and; (3) is physically qualified with reasonable accommodations.

TO APPLY: For each announcement under which application is made, the following **must be submitted** or the applicant will not be considered: (1) a completed application or resume, and/or an Optional Form 612, "Optional Application for Federal Employment" (Please refer to the attachment which explains Headquarters Application Information Requirements); if a resume does not contain the required information, it may be supplemented by using OF 612 or by providing the information on bond paper; (2) a completed DOE F 3200.2, "Supervisory Appraisal of Potential Performance," found on the reverse side of this announcement or an explanation of why one is not enclosed; (3) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; and (4) if you are a Federal employee not currently employed by DOE or you are a reinstatement eligible, a copy of your latest SF-50, "Notification of Personnel Action," which documents your competitive status and tenure. Also, applicants are encouraged to submit a statement of your knowledge, skills, and abilities as they relate to the ranking factors. A complete set of application materials must be submitted for each vacancy announcement. Only the information in the application will be used to determine basic qualifications; all of the materials submitted will be used in the evaluation process. Applications submitted in response to this announcement become the property of the personnel office and are not returnable. Applications must be received or postmarked by the closing date. They should be sent to the U.S. Department of Energy, HR-352, Room F-125, 19901 Germantown Road, Germantown, Maryland 20874-1290. **TO OBTAIN A COPY OF ANY DOE HEADQUARTERS VACANCY ANNOUNCEMENT VIA FAX, PLEASE CALL (202) 586-1705; you must have a fax machine available to you in order to utilize this system. TDD users may call (301) 903-9547.** For specific information on this announcement, you may contact a personnel representative at (301) 903-3373; vacancy announcements are not available at this telephone number.

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR
AND SUBMIT IT WITH YOUR APPLICATION TO THE ABOVE ADDRESS.
SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE**

Announcement Number: 98-CN-00-027

Position: Secretary (OA), GS-318-8/9

Applicant's Name: _____

| Basis for Appraisal | | | | | Level of Potential Performance | | | | | | | | |
|---|----|----|----|--|--------------------------------|---|---|---|---|---|--|--|--|
| Please place an "x" as appropriate: OJP - On-the-Job Performance FT - Formal Training OA - Outside Activities UA - Unable to Appraise | | | | RANKING FACTORS <i>(Knowledge, skills, abilities, and personal characteristics)</i> | | | | | Please place an "x" as appropriate: 4 - Outstanding 3 - Above Average 2 - Satisfactory 1 - Weak 0 - None | | | | |
| OJP | FT | OA | UA | | | 4 | 3 | 2 | 1 | 0 | | | |
| | | | | 1. Ability to exercise judgement, assume responsibility, schedule and maintain an accurate calendar of appointments and to provide appropriate background material for meetings and events. | | | | | | | | | |
| | | | | 2. Ability to research and organize various sources in the preparation of reports, briefings and other documents. | | | | | | | | | |
| | | | | 3. Knowledge of Federal and DOE travel regulations for the purpose of arranging transportation and hotel reservations, arranging conferences, and preparing vouchers and reports. | | | | | | | | | |
| | | | | 4. Ability to compose, review and edit written correspondence using grammatical and procedural correctness. | | | | | | | | | |
| | | | | 5. Skill in managing administrative and clerical office functions, workloads, and procedures. | | | | | | | | | |
| | | | | 6. Ability to exercise judgment, assume responsibility, protect confidentiality of management information, and interact effectively with individuals at all levels in government and private sector. | | | | | | | | | |
| NARRATIVE: Please include any other information pertinent to the applicant's potential knowledge, skills, or abilities and personal characteristics that may not be adequately expressed above. (Attach additional sheets if needed.) | | | | | | | | | | | | | |
| IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please mark with an "x" as appropriate.) | | | | | | | | | | | | | |
| <div><input type="checkbox"/> Present Immediate Supervisor</div> <div><input type="checkbox"/> Former Immediate Supervisor</div> <div><input type="checkbox"/> Present 2nd Level Supervisor</div> <div><input type="checkbox"/> Former 2nd Level Supervisor</div> <div><input type="checkbox"/> Other (Specify)</div> | | | | | | | | | | | | | |
| PERIOD COVERED BY THIS APPRAISAL: From: _____ To: _____ | | | | | | | | | | | | | |
| APPRAISER: | | | | | | | | | | | | | |
| <div>_____</div> <div>SignatureDateDaytime Telephone Number</div> | | | | | | | | | | | | | |

(If this appraisal is submitted directly by the appraiser, the applicant, upon request, will be permitted to review and obtain a copy of it.)

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with zip code) and day and evening phone numbers (with area code).

Social Security Number.

Country of citizenship. (Most Federal jobs require United States citizenship.)

Veterans' preference.

Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)

Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

High school name, city, and state (zip code if known).

- Date of diploma or General Equivalency Degree.

College or university name, city, and state (zip code if known).

- Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Send a copy of your college transcript only if it is requested on the vacancy announcement.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.

- Job title (include series and grade if Federal job).
- Duties and accomplishments.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Hours worked per week.
- Salary.

Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

Job-related training courses (title and year of each).

Job-related skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.

Job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)